

# HUNTON & WILLIAMS

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October 4, 1989

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FILE NO.  
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Ms. Diane Perkins  
Records Coordinator -- Operations Support  
Philip Morris U.S.A.  
M/C, Door 23  
3601 Commerce Road  
Richmond, Virginia 23234

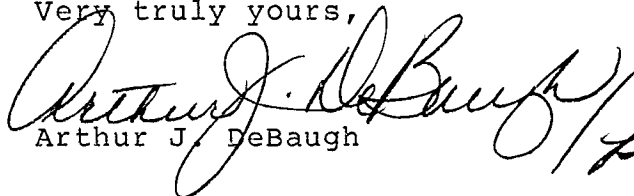
Dear Diane:

I have enclosed the Philip Morris U.S.A. Records Management Manual. Please note that this Manual includes retention schedules at Appendix A for those areas for which you are responsible as a Records Coordinator.

Please take the time to review the Manual before our meeting next Tuesday, October 10, 1989. The meeting will be in Conference Room A1-W2 of the Operations Center and will begin at 9:30 a.m. Prior review of the Manual and the retention schedules will familiarize you with the Records Management Program and will give you a chance to develop questions before the training session. Please bring the Manual with you to the meeting.

I look forward to seeing you on the 10th. If you have any questions, please do not hesitate to call me (919-899-3061).

Very truly yours,

  
Arthur J. DeBaugh

630/6145  
Enclosure

cc: Stuart E. Rickerson, Esq.  
Thomas G. Slater, Jr., Esq.  
Ray V. Hartwell, III, Esq.

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